



**UNITED STATES DISTRICT COURT
MIDDLE DISTRICT OF FLORIDA
Ft. Myers Division**

**VACANCY ANNOUNCEMENT
JUDICIAL LAW CLERK**

\$60,210 - \$101,409 *

Announcement No.: 17-49 **Closes:** Open Until Filled (See OSCAR for additional deadlines)

Available: TWO vacancies - April 2018 and September 2018

Term: 2 years

Position Overview

A judicial or elbow law clerk researches issues of law, attends trials and other court proceedings, and acts as advisor to the Honorable John E. Steele, United States Senior District Judge. The caseload in the jurisdiction is heavy, and the types of cases presented are varied, often involving novel issues of law. Some appellate work may also be required when the Judge is called to sit by designation with the Eleventh Circuit. While the nature of the matters presented is serious, the office environment is personable. There is daily interaction with the Judge and other law clerks concerning legal and court-related issues.

Minimum Qualification Requirements

At the time of appointment, the applicant must be a law school graduate, and have a prior federal clerkship or a minimum of 2 years of post-graduate experience, possess excellent research and writing skills, proficiency in Adobe Acrobat and Word, and a working knowledge of WordPerfect. The ideal candidate will also have exceptional organizational skills, good character, the ability to multitask, and a willingness to work independently.

Information for Applicants

Employment with the United States District Court offers a generous benefit package, civil and criminal law experience at the federal court level, and an environment providing significant responsibility and challenge. Applicants should submit their application, including a cover letter with current resume through **OSCAR** or by mail to: **Federal Clerkship, Attention: 17-49**, 2110 First Street, Room 6-109, Ft. Myers, Florida 33901, but not both.

Deadline for Receipt of Resumes

All resumes will be considered, but must be received by February 2, 2018. Interviews will be scheduled as early as October 2017, and will continue until the position is filled. Facsimiles will NOT be accepted. Due to the volume of applications, receipt of individual applications will not be acknowledged. Do NOT call Chambers to verify receipt of an application.

THE UNITED STATES GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER

* Starting salary commensurate with work experience and prior pay history.
(Salary may be higher with previous experience as a law clerk to a federal judge.)

Applicants must be U.S. citizen or eligible to work in the United States

Employees are required to use the Electronic Fund Transfer (EFT) for payroll deposit

The selected candidate will be subject to a background check as a condition of employment.

EMPLOYEE BENEFITS

Employees of the United States District Court ARE NOT included in the Government's Civil Service classification. They are, however, entitled to the same benefits as other federal government employees. Some of the benefits are:

- Participation in the federal health insurance program of your choice.
- Participation in a group life insurance program.
- Participation in a group long-term disability insurance program.
- Participation in long-term care insurance program.
- Participation in a flexible spending account for medical and/or dependent care expenses on a pre-tax basis.
- A minimum of ten (10) paid holidays per year. Other vacation to be scheduled on a schedule agreed upon between the law clerk and the Judge.
- Prescribed salary progression through classification level based on acceptable performance.
- Time in-service for employees of other federal agencies, as well as time for those with prior military service, will be taken into consideration when computing leave accrual.

The United States District Court for the Middle District of Florida serves a 35-county area in mid-Florida, with a population in excess of ten million people. The Clerk's Office is headquartered in Orlando, with full time divisional offices located in Tampa, Jacksonville, Ocala, and Ft. Myers, Florida. The Clerk's Office is responsible for providing clerical and administrative support to all areas of the federal judicial administrative process.